**Organizing and Saving Files**

**Creating a New Folder**

1. **On the desktop**
   1. Right click on the background of the desktop.
   2. Choose New.
   3. Choose Folder.
   4. A new folder will appear on the background. To rename the folder, click twice (slowly, this is different than double clicking) on the name under the icon.
   5. Type in the new name you would like for the folder.
2. **In your My Documents**
3. Open your My Documents folder.
4. Choose File.
5. Choose New.
6. Choose Folder.
7. A new folder will appear in your My Documents folder. To rename the folder, click twice (slowly, this is different than double clicking) on the name under the icon.
8. Type in the new name you would like for the folder.

**Putting Files into your Folders**

1. Open your My Documents folder.
2. “Click and hold” on a file you would like to move.
3. Drag the file over the folder you would like to place it into.
4. Let go of the mouse button. (Steps 3 & 4 are called Click and Drag)
5. Now when you open that file folder, the file will be inside.

**Transferring files from one location to another**

1. Open the folder containing the file you would like to transfer.
2. Open the folder you would like to move the file into. (This will result in two folders being open, one on top of the other.)
3. Right click on the Taskbar (the bottom blue bar). Be sure to right click on an empty spot.
4. Choose Tile Windows Vertically (or horizontally, whichever you prefer).
5. Click and Drag your file from its original location to the new location.